

# *City of Groton*

120 North Main Street

PO Box 587

Phone 605-397-8422

**Groton, South Dakota 57445-0587**

## **FINANCE OFFICER/CITY ADMINISTRATOR**

REGULAR HOURS OF WORK: Monday-Friday 8am-5pm (8 hours per day)

EQUIPMENT/TOOLS: Computer and computer related equipment (printer, mouse), photocopier, telephone, adding machine, miscellaneous office equipment (stapler, etc.), and cleaning tools.

GENERAL STATEMENT OF DUTIES: Performs routine clerical, secretarial, administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping. Directs, organizes, and supervises the utility billing operations and accounting operations of the City, maintains the official records of the City, and performs related work as required.

SUPERVISION RECEIVED: Works under the direct supervision of the Mayor and City Council.

SUPERVISION EXERCISED: Supervises the work of the Deputy and Assistant Finance Officers and any other office workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This listing may not include all the duties, nor cover all duties that may be performed or required:

- Provides administrative and technical assistance to officials, staff, and the public.
- Develops and maintains office forms and procedures.
- Completes administrative tasks involving personnel, budgeting and facilities.
- Schedules appointments; registers personnel for conferences and seminars; makes travel arrangements and itineraries.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Operated office machines as required.
- Serves in setting up, closing and amending utility accounts.
- Prepares and monitors utility work orders.
- Composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Supervises and participates in the maintenance of all accounting journals, records, and reports and posts money to appropriate accounts.
- Reviews financial documents and journals for compliance with established reporting procedures, accounting codes, and authorization.

- Responsible for the control and disbursement of all City funds, maintaining records of receipts and deposits to the bank, and balancing all accounts.
- Prepares agendas and supporting materials; takes and transcribes minutes, prepares and distributes minutes and reports for the City Council meetings.
- Attends all meetings of the City Council and is responsible for the recording of the proceedings and the publication in the official newspaper.
- Holds the City seal and attests to resolutions and other official actions taken by the City Council.
- Maintains the official records of ordinances, resolutions, legal opinions, bids, contracts, agreements, and other official documents.
- Coordinates activities concerned with intergovernmental functions including procedure and regulations that pertain to Federal and State grants, and County zoning and tax requirements.
- Assures collection of all bills, licenses, permits, and fees due the City.
- Prepares for all municipal elections and acts as administrator of the election.
- Maintains the records and reports for employee benefits such as health, retirement, life insurance, workmen's compensation, social security, flex spending accounts, etc.
- Composes routine correspondence and refers to appropriate staff members for review and approval. Also prepares reports, forms, and other items for various City departments as required.
- Performs various secretarial and administrative functions as assigned in the operation of the City airport and recreation programs.
- Supervises operations of the City office, supervises the maintenance of City Hall, and performs other administrative functions as directed by the City Council
- Prepares required documentation for annual municipal audit.
- Acts as Planning and Zoning Administrator and Federal Flood Zone Administrator.
- Assists with all Economic Development Activities.
- Assists the Deputy Finance Officer and Assistance Finance Officer as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive experience and considerable knowledge of advanced bookkeeping practices and procedures, of accounting report preparation, and of office practices in a nonprofit governmental accounting system. Good knowledge of effective methods of supervision and experience in the direct supervision of employees. Ability to supervise and train workers, to prepare complex reports, to accurately work with figures, to present ideas clearly, orally, and in writing, and to maintain effective working relationships with others.

**DESIRABLE EXPERIENCE AND TRAINING:** A Bachelor's Degree in Business with an emphasis in management and accounting is preferred or equivalent experience. Considerable experience in bookkeeping and related clerical work. Experience in the use of accounting machines and computers. Any equivalent combination of experience and training.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is frequently required to sit and talk or hear.

- The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds when restocking is needed.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to shovel snow and participate in weekly cleaning at City Hall including organizing supplies.
- Employee must be able to operate office equipment and perform working tasks with upper extremities and place equipment/parts on shelves while reaching overhead and maintain office organization.

**DRIVER'S LICENSE REQUIRED:** Must possess a valid South Dakota driver's license and must be insurable under the City's municipal liability coverage.